

# FAMILY COUNCIL MINUTES

July 24, 2018

1:30 p.m.

St. Lawrence Lodge Boardroom

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<b>Meeting called by:</b>	<u>Chair, Pam Moorhouse</u>	<b>Type of meeting:</b>	<u>Monthly Family Council Meeting</u>
<b>Vice Chair:</b>	<u>Deb Steele</u>	<b>Secretary:</b>	<u>Candace Kaine</u>
<b>Members:</b>	<u>Pam Moorhouse, Candace Kaine, Deb Steele</u>		
<b>Regrets:</b>	<u>Helen LeBlanc</u>		
<b>Invitees:</b>	<u>Tom Harrington, Administrator; Dawn Dodge, Activation Coordinator, Tracey Davidson, DOC</u>		

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## AGENDA ITEMS

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### Topic

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Meeting commenced at 1:33 p.m.

1. Review of June 26<sup>th</sup> meeting and follow up items: Wheelchairs at the front desk are labelled and activation keeps an eye out for them on the units if they are not returned to the front desk. This will continue to be monitored.

There will be a BBQ on the Wednesday, August 1<sup>st</sup> with desserts on the balconies for the residents. It will not be in the parking lot as in past years as the weather has been incredibly hot at this time of year for the past few summer seasons. Residents will have their lunch on the units and then will be invited to the balcony and Town Square for desserts.

Thank you to the activation staff who held special events on the floors to replace the cancelled strawberry social. This was very much appreciated by residents and family members.

There was a Residents Council meeting held on Thursday, July 19<sup>th</sup> and there will be another held in August, according to Dawn.

Regarding shelving unit at end of fireplace in Town Square: Tom suggested that a monitor could be installed so that residents could see the entertainment even if their view was blocked. There was considerable discussion about this suggestion. Family Council would still like to see the shelving unit removed as it would open up the space more and would allow residents to see each other and feel like they are part of a larger event. Tom to explore this option again with maintenance.

Deb advised that she spoke with Brockville Police Services regarding the upcoming boundary change (that will put St. Lawrence Lodge within the city of Brockville instead of Elizabethtown-Kitley). She has advised them of the existence of "LEAD training" (Lanark Emergency and Ambulance Diversion) that is available to police services who are dealing with calls involving geriatric and other special populations. She will follow up with Chief Scott Fraser upon his return.

With regard to lifts in the hallways, Tracey has reminded staff about the proper method of storage between use and will monitor compliance.

Minutes approved by Dawn and seconded by Deb.

2. Compliance feedback: Report 05 June 27<sup>th</sup> – it was noted that communication from one shift to the next is lacking. Vital information is not being conveyed. Tom advised that there will be ongoing “blitz” of monitoring over the next weeks to ensure this is improved. Pam asked if there is a way that PSWs can be allowed to stay for a few minutes at the end of their shift to complete paperwork when necessary. It is recognized that sometimes there is not enough time during shift to complete communication documents. Family Council supports the approval of overtime with supervisor’s permission to ensure vital communication is passed along. Further compliance reports are outstanding, namely the RQI.
3. Footcare: there was discussion about whether there is a “list” for footcare and if staff are provided with direction about treatments being ordered (for example, foot soaks). Tracey Davidson advised that there is a list and that PSWs are tasked with basic foot care and nail trimming, but anything in excess of that is to be referred to the CPHC foot care person. Family should be notified if the resident has been referred for more intensive foot care. To remain on agenda for next meeting.
4. Automatic Locks on Exterior Doors: Deb asked about the policy as residents have been asked to come in from balcony/courtyard on occasion while it is still light and the weather is good. Tom to follow up regarding an extension of hours during summer months in particular.
5. Fundraising follow-up: Candace has reached out to the United Way and has yet to hear back.
6. Addition: Pilot Meal Presentation – Deb has spoken to the dietician about the presentation of meals to allow residents to more easily understand what choices are being offered. Perhaps laminated picture cards of the meals, or a sample meal could be wrapped with saran to bring to residents as they are making their meal choice. Tom to follow up.

7. Administrator’s Dialogue: Administration is working on a cannabis policy considering the upcoming legislative changes. The policy will consider residents and workplace safety concerns. Tracey advises that it will apply to staff and visitors and is part of a move toward a no smoking environment as there are only about a dozen residents who smoke tobacco currently.

Medically Assistance in Dying (MAID) protocols are being developed and the Board of Management has approved in principal with an understanding that clarification will be sought on the issue of consent. Further info to come. There will be a change of boundaries coming (effective January 1, 2019) between Elizabethtown and Brockville. The Brockville boundary will continue east to past Sherwood, meaning that busing will be from Brockville. Brockville Fire and Police will also cover St. Lawrence Lodge once the government provides further direction.

Regarding the survey, volunteers are now in place and the survey will be rolled out shortly.

IT services had been connected to BGH in the past, however, now Developmental Services of Leeds/Grenville (DSL) will be collaborating with SLL to provide IT support.

Note: It was decided that FC will provide the Administrator with a list of items that require follow up within ten days as required by the Long Term Care Act at the end of each meeting. Anything not on the list but marked for follow up will be revisited at the next meeting.

Meeting adjourned at 2:39 p.m.

Next meeting date: **Tuesday, September 18, 2018**

